

C A L I F O R N I A

State Clearinghouse Handbook

January 2000

STATE OF CALIFORNIA
GRAY DAVIS, GOVERNOR

Governor's Office of Planning and Research

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TABLE OF CONTENTS

INTRODUCTION	4	GENERAL ACTIVITIES AND SERVICES	15
How the State Clearinghouse Serves		Filing Environmental Notices	15
Government Agencies and the Public	4	Notice of Completion	15
Where to Find Copies of CEQA and CEQA Guidelines .	4	Notice of Availability	15
ENVIRONMENTAL DOCUMENT REVIEW		Notice of Determination	15
PROCESS	5	Notice of Exemption	16
Requirements for Submittal of Environmental		Computer Database	16
Documents to SCH	5	Newsletter	17
Negative Declaration Process	5	Faxing	17
Step 1: Submittal of Negative Declaration to SCH	5	Useful Websites	17
Step 2: Distribution and Review Period	5	GENERAL CEQA INFORMATION	18
Step 3: Review of Negative Declaration	6	Agency Definitions	18
Step 4: Negative Declaration Comments	6	Types of Documents	18
Step 5: Notice of Determination	6	Comments	19
Helpful Hints	6	Purposes of Review	20
SCH Negative Declaration Process (Table)	6	STATE CLEARINGHOUSE FORMS	21
EIR Process	7	Form A: Notice of Completion	22
Step 1: Notice of Preparation	7	Form B: Notice of Preparation	25
Step 2: SCH Number and Distribution	7	Form C: Notice of Determination	26
Step 3: NOP Review Period	7	Form D: Notice of Exemption	27
Step 4: Submittal of Draft EIR to SCH	7	Form E: Shortened Review Request	28
Step 5: Draft EIR Review Period	7	APPENDICES	
Step 6: Review of Draft EIR	8	A. Projects Requiring SCH Review	29
Step 7: Draft EIR Comments	8	B. Flowchart of Lead Agency Decision to Prepare	
Step 8: Final EIR	8	an EIR	30
Step 9: Notice of Determination	8	C. Flowchart of CEQA Process	31
SCH EIR Process (Table)	8	D. CEQA Time Periods for Review	32
Helpful Hints	9	E. Explanation of the SCH Number	33
Shortened Review Process	10	F. Reviewing State Agencies and Addresses	34
Criteria for Approval	10		
Request Procedures	10		
Projects of Statewide, Regional or Areawide			
Significance	11		
GRANTS PROCESS (Executive Order 12372)	12		
General	12		
Flowchart for Federal Assistance Review	13		
Areawide Clearinghouses	14		

INTRODUCTION

IN 1973, the State Clearinghouse (SCH) was established to receive and distribute environmental documents prepared pursuant to the California Environmental Quality Act (CEQA) and to coordinate the state-level environmental review process. Located within the Governor's Office of Planning and Research (OPR), the Clearinghouse is the focal point for state agency involvement in the CEQA environmental review process. Operation of the Clearinghouse is governed by the *CEQA Guidelines* (California Code of Regulations, Title 14, Sections 15000-15387), which defines the responsibilities of the Clearinghouse and clarifies its role in the environmental review process. Appendix A describes those projects requiring review through the Clearinghouse.

OPR/SCH also functions as the State Single Point of Contact, under Presidential Executive Order 12372, making it responsible for coordinating state and local review of applica-

tions for federal grants or loans under state-selected programs. In this capacity, it is also the function of the Clearinghouse to coordinate state and local review of federal financial assistance applications, federally required state plans, direct federal development activities, and federal environmental documents. The purpose of the process is to afford state and local participation in federal activities occurring within California. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

This *State Clearinghouse Handbook* explains the functions of the Clearinghouse under CEQA and Presidential Executive Order 12372.

How the State Clearinghouse Serves Government Agencies and the Public

Coordinating the Distribution and Review of Environmental Documents under CEQA

All draft Environmental Impact Reports (EIRs) and draft Negative Declarations for projects that involve a Responsible or Trustee state agency or are of statewide, regional, or areawide significance must be submitted to SCH. It then distributes these documents to other state agencies and coordinates the transmittal of comments by the Responsible and Trustee agencies to the Lead Agency.

Advice and Assistance to Government Agencies and the Public

The SCH staff provides information and assistance on the environmental review process to state and local government officials and the public. The separate Office of Permit Assistance (OPA), in the Trade and Commerce Agency, is available to organize scoping meetings and help applicants identify potential Lead, Responsible, and Trustee agencies. Contact OPA at (916) 322-4245 for help.

Managing Environmental Information

The SCH maintains a computerized information system of all environmental documents it processes. This valuable information is available for use by other state agencies, local governments, and project applicants.

Where to Find Copies of CEQA and the CEQA Guidelines

The *California Environmental Quality Act* (CEQA) can be found in the California Public Resources Code beginning at Section 21000. It is important to check for changes annually because the Act is subject to amendment.

The *CEQA Guidelines* are found in the California Code of Regulations, Title 14, beginning at Section 15000. The current statute and *Guidelines* (as revised March 29, 1999) are available online at the California Land Use Planning and Information Network (LUPIN) web site (<http://ceres.ca.gov/planning/>).

ENVIRONMENTAL DOCUMENT REVIEW PROCESS

Requirements for Submittal of Environmental Documents to SCH

LEAD AGENCIES are required to send environmental documents, including draft Negative Declarations, Notices of Preparation, and Draft Environmental Impact Reports, to the SCH pursuant to *CEQA Guidelines* Sections 15205 and 15206.

- a) Draft EIRs and Negative Declarations to be reviewed by state agencies must be submitted to the State Clearinghouse, P.O. Box 3044, Sacramento, CA 95812-3044. For courier or hand delivery, submit to: 1400 Tenth Street, Suite 222, Sacramento, CA 95814.
- b) The following environmental documents must be submitted to SCH for review by state agencies:
 - 1) Draft EIRs and Negative Declarations prepared by a state Lead Agency.

- 2) Draft EIRs and Negative Declarations prepared by any public agency where a state agency is a Responsible Agency, Trustee Agency, or otherwise has jurisdiction by law with respect to the project.
- 3) Draft EIRs and Negative Declarations on projects identified in *CEQA Guidelines* Section 15206 as being of statewide, regional, or areawide significance.
- 4) Draft EISs, environmental assessments, and Findings of No Significant Impact (FONSI) prepared pursuant to NEPA, the Federal Guidelines (Title 40 CFR, Part 1500, commencing with Section 1500.1).

The following pages outline the step-by-step environmental document review procedures of SCH.

Negative Declaration Process

This section explains the procedures when a draft Negative Declaration is submitted to SCH for state agency review.

Step 1: Submittal of Negative Declaration to State Clearinghouse

When a Negative Declaration requires state agency review, submit at least **15 copies** to the SCH. State review of a Negative Declaration is required when a state agency is the Lead Agency, a Responsible Agency, a Trustee Agency, or otherwise has jurisdiction by law over a project, or when the project has statewide, regional, or areawide impacts as identified in Section 15206 of the *CEQA Guidelines*. As with draft EIRs, submittal of draft Negative Declarations to SCH must be done by the Lead Agency or by a party clearly authorized by the Lead Agency.

The minimum content requirements for a Negative Declaration are:

- A. Description and title of the project;
- B. Location of the project, preferably shown on a map;
- C. Name of the project proponent;
- D. A proposed finding that the project will not have a significant effect on the environment;
- E. An attached copy of the Initial Study documenting reasons to support the finding; and
- F. Mitigation measures, if any, included in the project to avoid potentially significant effects.

Minimum content requirements for a Negative Declaration are discussed in *CEQA Guidelines*, Section 15071.

Although not required by CEQA, SCH requests a completed Notice of Completion (NOC) Form to be submitted with the 15 copies of the draft Negative Declaration. This form facilitates the processing of environmental documents and is circulated to state agencies together with the Negative Declaration. The information from the NOC form is entered into the SCH database.

Step 2: Distribution and Review Period

When a Negative Declaration is received by the SCH for distribution, a staff analyst assigns an SCH number to the project. If the project already has a number from a previous submittal of an environmental document, the Lead Agency should reference the previously assigned SCH number. Next, the document is skimmed to determine its scope and to identify the state agencies that should receive it for review. The SCH will distribute the document to any Responsible or Trustee state agencies, and to any other agencies which may have relevant expertise in the subject or otherwise have a reason to review the document. (Refer to the appendices for a listing of all state agencies and departments to whom environmental documents normally are distributed.)

The SCH staff analyst sets the review dates and attaches a distribution list to the Notice of Completion form. Documents are then mailed or otherwise delivered to the selected agencies for review and comment. An acknowledgement of receipt, containing the assigned review period, will be mailed to the Lead Agency.

The normal review period for Negative Declarations submitted to SCH is 30 calendar days (see *CEQA Guidelines*,

Section 15105). The review period begins when SCH circulates the document, which is usually the same day it is received. Documents received after noon may be distributed the next working day. Specific review dates are calculated by counting as “day 1” the date on which the document is distributed by SCH and concluding on the 30th calendar day thereafter. A shortened review period of not less than 20 days may be granted under special circumstances, as described below. Lead Agencies may request or provide for a longer review period. Such requests or provisions will routinely be honored. The SCH reserves the right to set a review period longer than 30 days. Lead Agencies will be notified of such longer review periods within one working day of document receipt.

Step 3: Review of Negative Declaration

After SCH has distributed a Negative Declaration to state agencies, those agencies assign the document to staff members in either their Sacramento or regional offices for review, analysis and comment. Agency comments are forwarded to SCH prior to the end of the assigned review period.

Occasionally, state agencies may request an extension of a review period. Reasonable requests for extensions will be granted. The SCH will notify the Lead Agency upon approval of an extension.

Step 4: Negative Declaration Comments

At the end of the state review period, all comments from the reviewing state agencies are collected at SCH. A closing letter and a complete package of comments are forwarded to the Lead Agency on the day following the close of the review period.

Step 5: Notice of Determination

Within five working days of approving a project for which a Negative Declaration has been adopted, a local Lead Agency must file a Notice of Determination (NOD) with the county clerk of the county or counties where the project is located. If a project requires discretionary approval from a state agency, the NOD also must be filed with SCH. If the Lead Agency is a state agency, the NOD must be filed with the SCH.

The information required in a Notice of Determination is listed in Section 15075 of the *CEQA Guidelines*. The filing of the NOD begins a 30-calendar-day statute of limitations on court challenges to the project approval under CEQA.

Helpful Hints

- Submit one completed NOC with your Negative Declaration.
- Submit 15 copies of each Negative Declaration. Submit additional copies if you have identified more than 15 state agencies that should receive a copy.
- Include a cover letter if you have special instructions for the SCH staff.
- Assume that the 30-day review period will commence within 24 hours of receipt by SCH.
- Plan ahead if you will need a shortened review period by calling SCH before mailing your document.
- Call SCH in advance if you have any questions regarding these procedures.

State Clearinghouse Negative Declaration Process STEP-BY-STEP CHECKLIST

		Lead Agency	State Clearinghouse	Reviewing Agency
1	On the basis of the Initial Study, prepare Negative Declaration.	X		
2	Send 15 COPIES of Negative Declaration and one copy of completed NOC form to State Clearinghouse.	X		
3	Assign SCH number and state review period (normally 30 days) and distribute to selected state agencies.		X	
4	Review and comment on Negative Declaration. Send comments to State Clearinghouse within assigned review period.			X
5	Forward comments to Lead agency at end of review period with a closing letter.		X	
6	<ul style="list-style-type: none"> • Consider comments recieved. • Adopt Negative Declaration. • Make decision on project. 	X		
7	File NOD with county clerk. Also file NOD with SCH if project requires discretionary approval from state agency.	X		

EIR Process

Step 1: Notice of Preparation

To assist the EIR scoping process, a Lead Agency must circulate a Notice of Preparation (NOP) to all Responsible and Trustee Agencies advising them of its intention to prepare a Draft EIR (*CEQA Guidelines*, Section 15082).

The 30-calendar-day review period for a NOP begins when an agency receives the notice for review. Lead Agencies are required to send copies of a NOP directly to all Responsible and Trustee Agencies. SCH staff can assist in identifying Responsible and Trustee state agencies and distributing the NOP to them.

When there is a Responsible or Trustee state agency involved in a project, a copy of the NOP also must be sent to SCH. The Lead Agency's distribution list for the NOP should be attached to SCH's copy of the NOP. Filing the NOP and distribution list with SCH helps ensure that no Responsible or Trustee state agencies have been overlooked.

The minimum content requirements for a NOP are:

- A. Description of the project;
- B. Location of the project, indicated either on an attached map (preferably a topographical map), or by a street address in an urbanized area;
- C. Salient environmental issues; and
- D. Probable environmental effects of the project.

The SCH also requests that a completed Notice of Completion form be submitted with the NOP, to expedite processing of the NOP and to allow for accurate data entry into the database. This form facilitates processing of all environmental documents through SCH.

The project description provided in the NOP should be complete enough to give reviewers sufficient information to make meaningful comments. Even though a map is not required in all cases, provision of a good site map and vicinity map is strongly encouraged. The mapping should show the site in a context broad enough to indicate the area to be affected by the project, including rivers, airports, schools, railways, and highways. The Initial Study, if one has been done, should be included to show the probable environmental effects of the project.

Step 2: SCH Number and Distribution

When a NOP is submitted to SCH, a number is assigned to the project. The SCH staff analyst will check the Lead Agency's distribution list and may send copies of the NOP to additional state agencies that have relevant expertise in the subject or otherwise have reason to review the project, even though they are not Responsible Agencies. This does not extend the 30-day comment period for Responsible and Trustee Agencies that already received the NOP directly from the Lead Agency.

SCH receipt of the NOP will be acknowledged by letter to the Lead Agency, noting the SCH number that is to be used for all subsequent environmental documents for that project. A state agency distribution list will be sent with the acknowledgement letter noting any agencies to which SCH has forwarded a copy of the NOP.

Step 3: NOP Review Period

Responsible agencies have a maximum of 30 calendar days from receipt of a NOP to comment on a proposed project (Section 15103 of the *CEQA Guidelines*). When a state agency comments on a NOP, a copy of the comment letter must be submitted to SCH.

The SCH does not compile and transmit state agency comment letters on NOPs after the end of the 30-day NOP comment period. Each commenting state agency must send its comment letter directly to the Lead Agency, with a copy to SCH.

Step 4: Submittal of Draft EIR to SCH

When a Draft EIR requires state agency review, at least **15 copies** must be submitted to SCH together with one copy of the NOC form. Lead Agencies are required to submit their Draft EIR and NOC form to SCH when: (a) the Lead Agency is a state agency, (b) the project involves one or more Responsible or Trustee state agencies, or (c) the project has statewide, regional, or areawide significance, as identified in Section 15206 of the *CEQA Guidelines*. Submittal of Draft EIRs to SCH must be done by the Lead Agency or by a party clearly authorized by the Lead Agency.

A Draft EIR may not be circulated for public review before the end of the comment period for the NOP (*CEQA Guidelines*, Section 15082[a]).

Step 5: Draft EIR Review Period

When a Draft EIR is submitted to SCH for distribution, the SCH number assigned to the NOP should be referenced on the NOC and/or EIR title page. If the document has no prior SCH number, the staff analyst will assign one.

The Draft EIR is reviewed briefly by the staff analyst to determine its scope and to identify the state agencies that should review it. Review dates are then assigned, a distribution list is attached to the NOC form, and the documents distributed to selected agencies. Reviewing agencies are selected for their expertise in a particular subject matter or geographical areas, or their responsibility for particular types of projects. The appendices of this *Handbook* contain a listing of all state agencies to whom SCH may send environmental documents for review.

The state review period typically starts on the same date the Draft EIR is submitted to the SCH if (a) the document is received by noon, and (b) the submittal is complete. Documents received in the afternoon typically are distributed by the next working day. The standard review period for a Draft EIR submitted to SCH is 45 calendar days (see *CEQA Guidelines*, Section 15105). Day 1 of the review period is the date the document is distributed by SCH. The review period ends at 5 p.m. on the 45th calendar day thereafter. On the day following the close of the review period (i.e., the 46th day), the SCH will prepare and mail a closing letter to the Lead Agency. Attached to the closing letter will be copies of any comments received from reviewing state agencies.

A shortened review period of not less than 30 days may be requested and subsequently granted under exceptional circumstances, as described below. Lead Agencies may request or provide for a longer review period. Such requests will be routinely honored. The SCH reserves the right to set a state review period of longer than 45 days. The Lead Agency will be notified of such longer review periods within 1 working day of document receipt by the SCH.

Step 6: Review of Draft EIR

When the Draft EIR is received by reviewing state agencies, those agencies assign the document to staff members for review, analysis and comment. Some state agencies refer the document to regional offices; others rely on their Sacramento staff. Agency comments are forwarded to SCH prior to the end of the assigned review period.

State agencies may request an extension of a review period while a document is in review. Reasonable requests for extensions will be granted. The SCH will notify the Lead Agency upon approval of an extension.

See *CEQA Guidelines*, Section 15096(d) for more information on how Responsible and Trustee state agencies are expected to comment.

Step 7: Draft EIR Comments

On the day following the close of the review period, a complete package of comments is forwarded to the Lead Agency by SCH.

Step 8: Final EIR

After receiving all public comments, including those of state agencies, the Lead Agency must prepare written responses and include them in the Final EIR. Refer to the *CEQA Guidelines*, Section 15088 for information on how to respond to comments; Section 15132 provides information on the content requirements for a Final EIR.

The Lead Agency then must certify the Final EIR before approving the project (*CEQA Guidelines*, Section 15090).

Although it is not required that Final EIRs be filed with the SCH, it is recommended that a copy be provided for information purposes.

State Clearinghouse EIR Process

STEP-BY-STEP CHECKLIST

		Lead Agency	State Clearinghouse	Reviewing Agency
1	Send NOP to State Clearinghouse with state agency distribution list, and directly to responsible and trustee state agencies.	X		
2	Assign SCH number, check distribution, send to additional state agencies if necessary.		X	
3	Review NOP and send comments to Lead agency with copy to State Clearinghouse within 30 days of receipt.			X
4	Prepare DEIR and send 15 copies with NOC form to State Clearinghouse.	X		
5	Assign DEIR state review period (normally 45 days) and distribute to selected state agencies.		X	
6	Review and comment on DEIR. Send comments to State Clearinghouse within assigned review period.			X
7	Forward state agency comments to Lead agency with closing letter following end of review period.		X	
8	<ul style="list-style-type: none"> Respond to comments received. Prepare and certify FEIR. Make decision on project. 	X		
9	File NOD with county clerk. Also file NOD with SCH if project requires discretionary approval from a state agency.	X		

Step 9: Notice of Determination

Within five working days of approving a project for which an EIR was prepared, a local Lead Agency must file a Notice of Determination (NOD) with the county clerk of the county or counties where the project will be located. If the project requires discretionary approval from a state agency, the NOD also must be filed with SCH. State Lead Agencies must file the NOD with the SCH. The NOD must be signed by the proper authority of the Lead Agency and completed in full before SCH will post it.

The information required in a NOD is listed in Section 15094 of the *CEQA Guidelines*. The filing and posting of the NOD begins a 30-day statute of limitations on court challenges to the project approval under CEQA.

Helpful Hints

- Send the NOP to Responsible and Trustee agencies using certified mail or a similar method to ensure documentation of receipt.
- Submit one NOC with your Draft EIR.
- Submit 15 copies of each Draft EIR. Submit additional copies if you have identified more than 15 state agencies that should receive a copy.
- Include a cover letter to SCH if you have special instructions.
- Advise SCH in advance of Draft EIRs that may require special handling or oversized packaging.
- Call SCH in advance if you have any questions regarding these procedures.
- SCH does not retain copies of all environmental documents it receives.

SHORTENED REVIEW PROCESS

UNDER EXCEPTIONAL circumstances, and when requested by the Lead Agency, SCH may shorten the normal review periods for draft Negative Declarations and EIRs. It is strongly advised that the Lead Agency contact SCH prior to submitting a request for shortened review.

Written requests for shortened reviews *must* be submitted to SCH together with the required 15 copies of the draft environmental document. The request letter must explain why the shortened review is needed and identify prior approval from Responsible state agencies. Certain types of projects are *not* eligible for shortened reviews. Refer to the Shortened Review Request Procedures and criteria below (per Section 21091 (e) of the Public Resources Code).

Criteria for Approving Shortened Review

A request for a shortened review period will only be considered prior to the start of the state review period (i.e., SCH will not shorten a review period while the regular review period is running). SCH will consider a request for a shortened review if one or more of the following criteria are met:

- 1) The Lead Agency is operating under an extension of the one-year period for completion of an EIR and would not otherwise be able to complete the EIR within the extended period.
- 2) The public project applicant is under severe time constraints with regard to obtaining financing or exercising options which cannot be met without shortening the review period.
- 3) The document is a supplement to a draft EIR or proposed negative declaration or mitigated negative declaration previously submitted to the State Clearinghouse.
- 4) The health and safety of the community would be at risk unless the project is approved expeditiously.
- 5) The document is a revised draft EIR, or proposed negative declaration or mitigated negative declaration, where changes in the document are primarily the result of comments from agencies and the public.

The Lead Agency should provide evidence that there has been prior consultation with Responsible and Trustee state

agencies. In the case of a Draft EIR, the Lead Agency should have sent a NOP to the Responsible and Trustee state agencies. For Negative Declarations, the Lead Agency should have previously consulted, formally or informally, with Responsible and Trustee state agencies.

Before submitting a shortened review request, the Lead Agency must have obtained verbal or written approval for a shortened review period from Responsible and Trustee state agencies. The request letter from the Lead Agency must identify which state agencies have been contacted and the agencies' responses to the request.

Shortened Review Request Procedures

- 1) The request must be made to SCH in writing by the decision-making body of the Lead Agency, or an authorized representative of the Lead Agency (e.g., City Manager or Planning Director), and shall be made on Lead Agency letterhead. When submitted by a representative, a copy of the resolution or ordinance from the decision-making body of the Lead Agency delegating authority should be attached.
- 2) The request must explain the "exceptional circumstances" (see criteria) for making the request.
- 3) The request must be accompanied by 15 copies of the environmental document.
- 4) The request will not be approved if the project has state-wide, regional, or areawide significance (see next page).
- 5) SCH approval of a shortened review period must be granted before issuing the public notice of availability.
- 6) The public review period must be at least as long as the review period set by SCH.
- 7) The review period for a Negative Declaration shall not be shorter than 20 days. The Lead Agency must specify the requested length of the shortened review period.
- 8) The review period for a Draft EIR shall not be shorter than 30 days. The Lead Agency must specify the requested length of the shortened review period.
- 9) The Lead Agency may use the Shortened Review Application form contained in this *Handbook* (see Form E).

Projects of Statewide, Regional or Areawide Significance

(From *CEQA Guidelines*, Section 15206)

“A project is considered to be of statewide, regional or areawide significance if the project meets any of the following criteria and shall therefore be ineligible for a shortened review period:

- (1) A proposed local general plan, element, or amendment thereof for which an EIR was prepared. If a Negative Declaration was prepared for the plan, element, or amendment, the document need not be submitted for review.
- (2) A project has the potential for causing significant effects on the environment extending beyond the city or county in which the project would be located. Examples of the effects include generating significant amounts of traffic or interfering with the attainment or maintenance of state or national air quality standards. Projects subject to this subsection include:
 - (A) A proposed residential development of more than 500 dwelling units.
 - (B) A proposed shopping center or business establishment employing more than 1,000 persons or encompassing more than 500,000 square feet of floor space.
 - (C) A proposed commercial office building employing more than 1,000 persons or encompassing more than 250,000 square feet of floor space.
 - (D) A proposed hotel/motel development of more than 500 rooms.
 - (E) A proposed industrial, manufacturing, or processing plant, or industrial park planned to house more than 1,000 persons, occupying more than 40 acres of land, or encompassing more than 650,000 square feet of floor area.
- (3) A project which would result in the cancellation of an open space contract made pursuant to the California Land Conservation Act of 1965 (Williamson Act) for any parcel of 100 or more acres.
- (4) A project for which an EIR and not a Negative Declaration was prepared which would be located in the following areas of critical environmental sensitivity:
 - (A) The Lake Tahoe Basin.
 - (B) The Santa Monica Mountains Zone as defined by Section 67463 of the Government Code.
 - (C) The California Coastal Zone as defined in, and mapped pursuant to, Section 30103 of the Public Resources Code.
 - (D) An area within 1/4 mile of a wild and scenic river as defined by Section 5093.5 of the Public Resources Code.
 - (E) The Sacramento-San Joaquin Delta, as defined in Water Code Section 12220.
 - (F) The Suisun Marsh as defined in Public Resources Code Section 29101.
 - (G) The jurisdiction of the San Francisco Bay Conservation and Development Commission as defined in Government Code Section 66610.
- (5) A project which would substantially affect sensitive wildlife habitats including but not limited to riparian lands, wetlands, bays, estuaries, marshes, and habitats for endangered, rare and threatened species as defined by Section 15380 of this Chapter.
- (6) A project which would interfere with attainment of regional water quality standards as stated in the approved areawide waste treatment management plan.
- (7) A project which would provide housing, jobs, or occupancy for 500 or more people within 10 miles of a nuclear power plant.”

GRANTS PROCESS

(Presidential Executive Order 12372)

The Governor's Office of Planning and Research (OPR) is responsible for implementing Presidential Executive Order 12372. The Order requires federal agencies to use state and local processes of intergovernmental coordination for review of federal financial assistance applications, direct development activities, and environmental documents.

Many federal financial assistance applications specifically instruct the applicant to contact the State Single Point of Contact to ensure coordination of state and local review. The State Clearinghouse (SCH), within OPR, fulfills this role.

The *Catalog of Federal Domestic Assistance* (CFDA) contains an appendix entitled **"Programs Requiring Executive Order 12372 Review,"** which lists all the programs requiring review in the State of California. Grant applicants should consult the CFDA to determine whether the program they are applying for is generally subject to intergovernmental review. Applicants also may call SCH or check the SCH web site to make this determination.

Of those programs generally subject to intergovernmental review, only some of them may be subject to review by the State of California. OPR is responsible for selecting the federal programs which must be reviewed by the State. If you are applying for a federal grant or loan that is on the CFDA list and it is one of the programs selected for review by the State of California, you must contact the SCH as follows.

Applicants for federal assistance programs covered under E.O. 12372 must send a copy of the Federal Standard Form 424 to SCH and to their appropriate Areawide Clearinghouse (see

page 14). Form 424 is the cover sheet of the grant application and is entitled, "Application for Federal Financial Assistance." *It is not necessary to transmit the entire application package to SCH.*

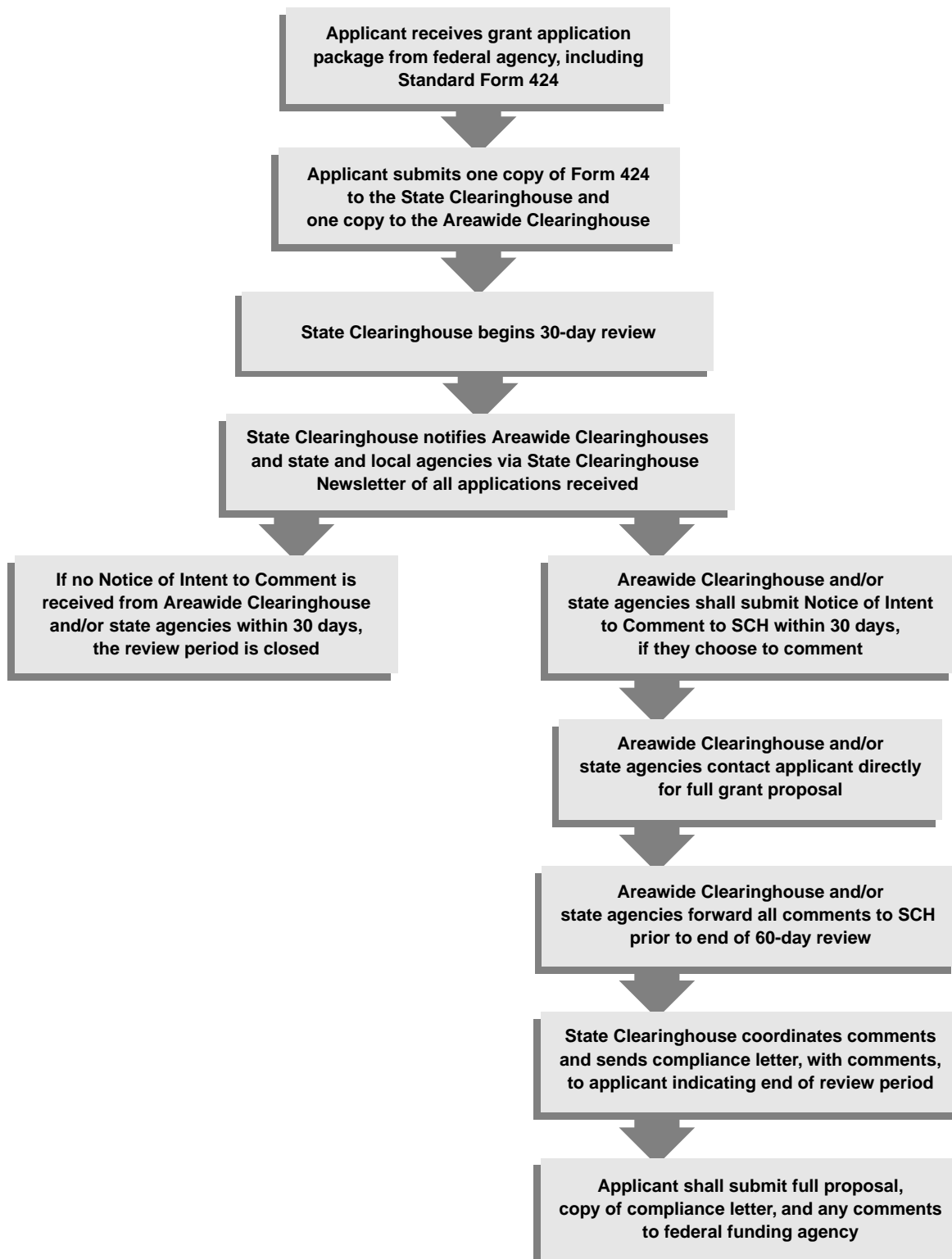
Form 424 is date stamped upon receipt by SCH, which begins a 30-day review period. If a Notice of Intent to Comment is received from any agency within the first 30 days of the review period, the review period is automatically extended 30 days, allowing a total review period of not more than 60 days. This extension is intended to allow a commenting agency sufficient time to submit comments.

SCH does not assign SCH numbers to grant applications, nor are the grant applications tracked in a database. (The grants database has been discontinued.)

SCH notifies the public of the grant applications by publishing a bi-monthly newsletter, which is distributed to state and local agencies and private individuals, upon request. Copies of all Form 424s received by SCH for the preceding two-week period are included in the *SCH Newsletter*. The *Newsletter* allows agencies and individuals the opportunity to review these applications, and to decide whether they would like to comment on a particular application. Since SCH does not receive a complete copy of the federal assistance proposal, any person wishing to review a proposal must contact the applicant directly for more information.

At the end of the review period, SCH will send a Letter of Compliance to the applicant upon request. This ends SCH involvement in the grant review process.

California State Clearinghouse Flowchart for Federal Assistance Review



Areawide Clearinghouses

Association of Bay Area Governments (ABAG)

Street Address: Metro Center, 101 Eighth Street
Oakland, CA 94607
Mailing Address: P.O. Box 2050
Oakland, CA 94604-2050
Phone: 510/464-7900
Region: Alameda County, Contra Costa County, Marin County, Napa County, San Francisco County, San Mateo County, Santa Clara County, Solano County, Sonoma County, and 97 cities

Association of Monterey Bay Area Governments (AMBAG)

Street Address: 445 Reservation Road, Suite G
Marina, CA 93933
Mailing Address: P.O. Box 809
Marina, CA 93933
Phone: 831/883-3750
e-mail: info@ambag.org
website: www.ambag.org
Region: Monterey County, Santa Cruz County, San Benito County and 18 cities

Central Sierra Planning Council and Economic Development District

53 West Bradford Avenue, Suite 200
Sonora, CA 95370
Phone: 209/532-8768
e-mail: cspc@mlode.com
Region: Alpine County, Amador County, Calaveras County, Tuolumne County and 7 cities

Council of Fresno County Governments

2100 Tulare Street, Suite 619
Fresno, CA 93721
Phone: 209/233-4148
website: www.fresnocog.org
Region: Fresno County and 15 cities

Humboldt County Association of Governments (HCAG)

235 4th Street, Suite F
Eureka, CA 95501
Phone: 707/444-8208
Region: Humboldt County and 7 cities

Kern County Council of Governments (Kern COG)

Kress Building, 1401 19th Street, Suite 300
Bakersfield, CA 93301
Phone: 805/861-2191
Region: Kern County and 11 cities

Kings County Association of Governments (KCAG)

Government Center, 1400 West Lacey Blvd., Bldg.#6
Hanford, CA 93230
Phone: 559/582-3211, ext.2670
website: www.co.kings.ca.us/plan/kcag
Region: Kings County and 4 cities

Merced County Association of Governments (MCAG)

369 W. 18th Street
Merced, CA 95340
Phone: 209/723-3153
website: www.mcag.cog.ca.us
Region: Merced County and 6 cities

Sacramento Area Council of Governments (SACOG)

3000 S Street, Suite 300
Sacramento, CA 95816
Phone: 916/457-2264
website: www.sacog.org
Region: Placer County, Sacramento County, Sutter County, Yolo County, Yuba County, El Dorado County and 15 cities

San Diego Association of Governments (SANDAG)

Wells Fargo Plaza
401 B Street, Suite 800
San Diego, CA 92101
Phone: 619/595-5300
website: www.sandag.cog.ca.us
Region: San Diego County and 19 cities

San Joaquin County Council of Governments (SJCCOG)

South Eldorado Street, Suite 400
Stockton, CA 95202
Phone: 209/468-3913
Region: San Joaquin County and 7 cities

Santa Barbara County Association of Governments

222 E. Anapamu Street, Suite 11
Santa Barbara, CA 93101
Phone: 805/568-2546
Region: Santa Barbara County and 7 cities

Sierra Planning Organization and Economic Development District

560 Wall Street, Suite F
Auburn, CA 95603
Phone: 530/823-4703
website: www.sedd.org
Region: El Dorado County (part), Nevada County, Placer County (part), Sierra County and 10 cities

Southern California Association of Governments (SCAG)

818 West Seventh Street, 12th Floor
Los Angeles, CA 90017
Phone: 213/236-1800
website: www.scag.ca.gov
Region: Imperial County, Los Angeles County, Orange County, Riverside County, San Bernardino County, Ventura County and 188 cities

Stanislaus Area Association of Government (SAAG)

1025 15th Street
Modesto, CA 95354
Phone: 209/558-7830
Region: Stanislaus County and 9 cities

Tulare County Association of Governments (TCAG)

961 South Mooney Blvd., Visalia, CA 93277
Phone: 209/733-6291
website: www.tularecog.org
Region: Tulare County and 8 cities

GENERAL ACTIVITIES AND SERVICES

ALTHOUGH coordinating state agency review of environmental documents and grants is the primary function of the State Clearinghouse, the office also has other responsibilities, and provides services that can be

useful to those involved in the land use field. These services include posting of certain notices, publication of a bi-monthly newsletter, and providing a computer database search service. These activities are discussed below.

Filing Environmental Notices

As of January 1, 1985, the process for filing environmental notices under CEQA was changed in order to centralize and simplify the process. Notices of Completion, Exemption, and Determination that previously were filed with the Resources Agency are now filed with the Governor's Office of Planning and Research (at SCH).

Notice of Completion

(*Public Resources Code, Section 21161*)

CEQA requires that a Notice of Completion be filed at SCH by a public agency whenever a Draft EIR is completed. SCH requests that Lead Agencies also submit a NOC for Negative Declarations and NOPs. The Notice of Completion Form contained in the appendices to this *Handbook* satisfies this requirement.

Notice of Availability

(*Public Resources Code, Section 21092*)

Public notice of the availability of a Draft EIR or a Negative Declaration must be provided by the Lead Agency to enable public agencies and individuals to review and comment on the document.

Minimum Contents of Public Notice of Availability:

- 1) description of proposed project;
- 2) location of proposed project;
- 3) specific period during which comments on proposed project will be accepted;
- 4) date, time, and place of any public meetings on proposed project;
- 5) address where copies of Draft EIR or Negative Declaration are available for review; and
- 6) environmental effects of the project, if any.

The notice must be provided to all organizations and individuals who previously requested notice. At least one of the following notification methods must be used:

- 1) Publication by the Lead Agency in a newspaper of general circulation in the area affected by the proposed project.
- 2) Posting of the notice by the Lead Agency on- and off-site in the area where the project is to be located.

- 3) Direct mailing to the owners and occupants of contiguous property shown on the latest equalized assessment roll.

A Notice of Availability does not need to be filed with SCH. However, the Lead Agency may submit this notice together with its Draft EIR or Negative Declaration to provide additional information to state agencies.

Notice of Determination

(*CEQA Guidelines, Sections 15075 and 15094*)

A Notice of Determination (NOD) is a document filed by a public agency within 5 days after it approves or determines to carry out a project that is subject to the requirements of CEQA.

Filing the NOD starts a 30-calendar-day statute of limitations on court challenges to the project approval under CEQA. (See Form C for an example of a NOD form.) If a NOD is not filed, the statute of limitations is 180 days.

Filing requirements for state and local agencies differ as follows:

- Local Lead Agency: If a local Lead Agency is acting on the project, it must file the NOD with the county clerk of the county or counties where the project will be located within 5 working days of approving the project. In addition, if the project requires discretionary approval from any state agency, the local Lead Agency also must file a copy of the NOD with SCH.
- State Lead Agency: When a state agency is the Lead Agency, the NOD must be filed with SCH.

Minimum Contents of a Notice of Determination:

For a Negative Declaration:

(*CEQA Guidelines, Section 15075*)

- 1) identification of the project, including its common name or title, if possible;
- 2) location of the project;
- 3) brief description of the project;
- 4) date the agency approved the project;
- 5) the determination by the approving agency that the project in its approved form will not have a significant effect on the environment;
- 6) statement that a Negative Declaration was prepared pursuant to the provisions of CEQA; and

- 7) address where a copy of the environmental document and record of project approval can be examined.

For an Environmental Impact Report (EIR):

(*CEQA Guidelines*, Section 15094)

- 1) identification of the project, including its common name or title, if possible;
- 2) location of the project;
- 3) brief description of the project;
- 4) date the agency approved the project;
- 5) determination by the approving agency whether the project in its approved form will have a significant effect on the environment;
- 6) statement that an EIR was prepared pursuant to the provisions of CEQA;
- 7) whether mitigation measures were made a condition of the approval of the project;
- 8) whether a statement of overriding considerations was adopted for the project;
- 9) whether findings were made pursuant to Section 15091 of the *CEQA Guidelines*; and
- 10) address where a copy of the final EIR and record of project approval may be examined.

Additionally, the notice shall be mailed to any person who has filed a written request for such notice.

Notice of Exemption

(*CEQA Guidelines*, Section 15062):

A Notice of Exemption (NOE) is a brief notice that can (but is not required to) be filed after a public agency has decided to carry out or approve a project it has determined is exempt from CEQA.

If a NOE is filed, it should be filed with the county clerk or SCH after the project has been approved. When a public agency approves an applicant's project, either the agency or the applicant may file a Notice of Exemption.

There are different filing requirements for state agencies, local agencies, and project applicants, as follows:

- *State Lead Agency*: If a state agency, board, or commission determines that a project is not subject to CEQA, it may file a NOE with SCH after the project has been approved.
- *Local Lead Agency*: When a local agency files this notice, it must be filed with the county clerk of the county or counties where the project is to be located.
- *Applicant*: When an applicant files a NOE, the notice must be filed in the same place as if it were filed by the Lead Agency. Additionally, the notice shall be accompanied by a certified document issued by the public Lead Agency stating that the agency has found the project to be exempt.

Additionally, the notice must be mailed to any person who has filed a written request for such notice.

This filing begins a 35-day statute of limitations on legal challenges to the Lead Agency's decision that the project is exempt from CEQA. If a NOE is not filed, a 180-day statute of limitations applies. (See sample NOE form in the appendices to this *Handbook*.)

Minimum Contents of a Notice of Exemption:

- 1) brief description of the project;
- 2) a finding that the project is exempt, including a citation that references the *CEQA Guidelines* or statutory section under which it is found to be exempt; and
- 3) brief statement of reasons to support the finding.

Computer Database

Environmental Documents

Environmental documents submitted to SCH for review are recorded in a computer database that contains records of all documents filed from 1983 to the present. The information in the database is taken directly from the NOC forms provided by the Lead Agency, and includes the following:

- A. title of the project;
- B. project's SCH number;
- C. name and address of the Lead Agency;
- D. name and telephone number of a contact person;
- E. type of local action, e.g., specific plan, rezone, etc.;
- F. location of the project;
- G. description of the project;
- H. type of document submitted for review;
- I. issues discussed in the document;
- J. the state agencies reviewing the document; and
- K. the state review period.

This database can be a useful source of information for planners, consultants, and project applicants who are preparing new environmental documents. The SCH has search capabilities to find past environmental documents based on any of the variables listed above. The purpose of the database is to streamline the environmental document preparation process by allowing reuse of relevant information from prior documents for similar projects or issues, and for research.

The SCH charges \$22.00 per hour for database searches and related printouts, with time billed for each complete quarter-hour (i.e., the charge for a 15-minute search would be \$5.50). There is no fee for searches that take less than 15 minutes.

Notices

The SCH also maintains in its computer database a record of all Notices of Exemption and Determination received since

January 1, 1985. When a NOE or NOD is received, all pertinent data from the form is entered into the computer. It is then possible to verify that a notice has been received by searching under the SCH number (if applicable), the Lead Agency name, project title, or project location. This system has made it easier for the Lead and Responsible agencies, attorneys, and interested parties to confirm the date that a notice was filed at SCH. Copies of all NODs and NOEs received by SCH are kept on file for a period of five years. All records older than five years are removed to archives or destroyed.

Grants

Pursuant to Presidential Executive Order 12372, SCH receives certain State-selected federal grant applications for circulation. Prior to 1997, SCH entered the information from the Form 424 into a database. The database can be searched for grant applications received prior to 1997. The information includes the applicant name, the Catalog of Federal Domestic Assistance (CFDA) number, federal program title, the amount of federal money requested, and a contact name and phone number for each application.

Newsletter

The *SCH Newsletter* is published twice per month. It contains general information regarding SCH, a listing of all federal notices received, a brief listing of all environmental documents received (including NOPs, NOCs, NODs, NOEs, Final EIRs, etc.), and a copy of all Form 424s for federal grant applications received during the preceding two weeks. The

newsletter is mailed to approximately 140 agencies and individuals, including state and local agencies, all areawide clearinghouses, some city and county planning departments, depository libraries, and other agencies and individuals upon request.

Faxing

With the increased use of and reliance upon facsimile machines, SCH has developed the following policies regarding faxed information.

In all instances, the faxed document should be addressed to the proper staff person and the fax must be followed up with a mailed copy of the document that expressly mentions the date and time that the fax was sent.

State Agency Comments: The faxing of state agency comments on environmental documents is permitted.

Environmental Documents: The SCH will not accept Negative Declarations or Draft EIRs by fax. After pre-arrangement with the appropriate SCH staff analyst, NOPs may be accepted by fax.

Environmental Notices: NODs and NOEs may be accepted by fax. If the Lead Agency follows up with a duplicate mailed copy of the NOD or NOE, the Lead Agency must indicate to SCH that a prior copy was sent by fax. This is necessary to avoid duplication of posting and data entry by SCH staff.

Federal Grant Form 424: Federal Form 424 will be accepted by fax. It is the express responsibility of the grant applicant to ensure Clearinghouse receipt of the fax.

State Clearinghouse Fax Number:
(916) 323-3018

Useful Web Sites

The following web site addresses may prove useful to persons seeking information about how to comply with CEQA and the *CEQA Guidelines*.

<http://ceres.ca.gov/ceqa>

View and download CEQA, the *CEQA Guidelines* and conduct searches.

<http://www.whitehouse.gov/ceq>

Select NEPA Net from content bar. View and download NEPA, NEPA Regulations and related guidance.

<http://www.opr.ca.gov>

View and download information about OPR, including SCH, local planning assistance, and OPR publications.

<http://www.opr.ca.gov/clearinghouse.html>

View and download information about SCH, including publications, grant process, and the list of CFDA numbers.

<http://ceres.ca.gov/planning/sch>

View and download the *SCH Handbook*.

GENERAL CEQA INFORMATION

Agency Definitions

Lead Agency (*CEQA Guidelines* Section 15367) — the public agency that has the principal responsibility for carrying out or approving a project. *Criteria for determining which agency will be the Lead Agency for a project are contained in Section 15051.*

Local Agency (*CEQA Guidelines* Section 15368) — any public agency other than a state agency, board, or commission.

Public Agency (*CEQA Guidelines* Section 15379) — includes any state agency, board, or commission and any local or regional agency, as defined in the *CEQA Guidelines*. It does not include agencies of the federal government.

Responsible Agency (*CEQA Guidelines* Section 15381) — a public agency that proposes to carry out or approve a project, for which a Lead Agency is preparing or has prepared an EIR or Negative Declaration. For purposes of CEQA, the term “Responsible Agency” includes all public agencies other than

the Lead Agency that have discretionary approval power over the project.

State Agency (*CEQA Guidelines* Section 15383) — a governmental agency in the executive branch of state government and funded primarily by the State Treasury. Health and Safety Code Section 25199.1 (o) defines a “state agency” as “any agency, board, or commission of state government . . . include[ing] an air pollution control district and an air quality management district.”

Trustee Agency (*CEQA Guidelines* Section 15386) — a state agency having jurisdiction by law over natural resources affected by a project that are held in trust for the people of the State of California. Trustee agencies include:

- California Department of Fish and Game
- State Lands Commission
- State Department of Parks and Recreation
- University of California

Types of Documents

It is the responsibility of the Lead Agency to determine the appropriate type of CEQA document for its project based on interpretation of the CEQA Statutes and *CEQA Guidelines*.

Negative Declaration (*CEQA Guidelines*, Section 15371) — a written statement by the Lead Agency briefly describing the reasons why a proposed project, not exempt from CEQA, will not have a significant effect on the environment and, therefore, does not require the preparation of an EIR.

The contents of the Negative Declaration are described in *CEQA Guidelines*, Section 15071.

Environmental Impact Report (*CEQA Guidelines*, Section 15362) — a detailed statement prepared under CEQA describing and analyzing the significant environmental effects of a project and discussing ways to mitigate or avoid the effects. The contents are also listed under *CEQA Guidelines*, Article 9.

Notice of Preparation (*CEQA Guidelines*, Section 15375) — a brief notice sent by a Lead Agency to notify the Responsible, Trustee, and involved federal agencies that the Lead Agency plans to prepare an EIR for the project. The purpose of the notice is to solicit guidance from those agencies as to the scope and content of the environmental information to be included in the EIR.

Project EIR (*CEQA Guidelines*, Section 15161) — The most common type of EIR examines the environmental impacts of a specific development project. This type of EIR should focus primarily on the changes in the environment that would result from the development project. The EIR shall examine all phases of the project including planning, construction, and operation.

Program EIR (*CEQA Guidelines*, Section 15168) — an EIR that may be prepared on a series of actions that can be characterized as one large project and are related either geographically, or are in connection with issuance of rules, regulations, plans, or other general criteria to govern the conduct of a continuing program, or as individual activities carried out under the same authorizing statutory or regulatory authority and having generally similar environmental effects which can be mitigated in similar ways.”

Supplement to an EIR (*CEQA Guidelines*, Section 15163) — The Lead or Responsible Agency may choose to prepare a supplement to an EIR rather than a subsequent EIR if only minor additions or changes would be necessary to make the previous EIR adequately apply to the project in the changed situation.

The supplement to the EIR need contain only the information necessary to make the previous EIR adequate for the project as revised. A supplement to an EIR shall be given the same kind of notice and public review as is given to a draft EIR under Section 15087. A supplement to an EIR may be circulated by itself without re-circulating the previous draft or final EIR.

Subsequent EIR and Negative Declaration (*CEQA Guidelines*, Section 15162) — Where an EIR or Negative Declaration has been prepared, it is not necessary to prepare an additional EIR or Negative Declaration unless substantial changes occur with respect to the circumstances under which the project is undertaken, and these changes will require important revisions in the previous EIR or Negative Declaration due to the involvement of new significant environmental impacts not covered in a previous document.

Addendum to an EIR or Negative Declaration (*CEQA Guidelines*, Section 15164) — The Lead or Responsible Agency shall prepare an addendum to an EIR or Negative Declaration if only minor technical changes or additions are necessary to make the document adequate, and the changes made by the addendum do not raise important new issues about the significant effects on the environment.

An addendum need not be circulated for public review but can be included in or attached to the final EIR or adopted Negative Declaration. The decision-making body shall consider the addendum with the final EIR or Negative Declaration prior to making a decision on the project.

Final EIR (*CEQA Guidelines*, Sections 15132 and 15362) — an EIR containing the information contained in the draft EIR, comments either verbatim or in summary received in the review process, a list of persons commenting, and the response of the Lead Agency to the comments received.

Comments

Authority to Comment (*CEQA Guidelines*, Section 15044) — Any person or entity other than a Responsible Agency may submit comments to a Lead Agency concerning any environmental effects of a project being considered by the Lead Agency.

Response to Notice of Preparation (*CEQA Guidelines*, Section 15082[b] and Section 15103) — Within 30 days after receiving the Notice of Preparation, each Responsible Agency shall provide the Lead Agency with specific detail about the scope and content of the environmental information related to the Responsible Agency's area of statutory responsibility which must be included in the draft EIR.

The response, at a minimum, shall identify the significant environmental issues and reasonable alternatives and mitigation measures that the Responsible Agency will need to have explored in the DEIR. The response shall also identify whether the agency will be a Responsible Agency or Trustee Agency for the project.

If a Responsible Agency fails to reply within 30 days with either a response or a well-justified request for additional time, the Lead Agency may assume that the Responsible Agency has no response to make and ignore a late response.

Responsible Agency Comments on Draft EIRs and Negative Declarations (*CEQA Guidelines*, Section 15096[d]) — A Responsible Agency should review and comment on draft EIRs and Negative Declarations for projects that the Responsible Agency would later be asked to approve. Comments should focus on any shortcomings in the EIR, the appropriateness of using a Negative Declaration, or additional alternatives

or mitigation measures the EIR should include. The comments shall be limited to those project activities within the agency's area of expertise or that are required to be carried out or approved by the agency or that will be subject to the exercise of powers by the agency. Comments shall be as specific as possible and supported by either oral or written documentation.

Consideration of Comments on a Negative Declaration (*CEQA Guidelines*, Section 15074[b]) — Prior to approving the project, the decision-making body of the Lead Agency shall consider the proposed Negative Declaration together with any comments received during the public review process. They shall approve the project if they find there is no substantial evidence the project will have a significant effect on the environment.

Evaluation of and Response to EIR Comments (*CEQA Guidelines*, Section 15088) — The Lead Agency shall evaluate comments on environmental issues received from persons who reviewed the draft EIR and shall prepare a written response. The Lead Agency shall respond to comments received during the noticed comment period and any extensions and may respond to late comments.

The written response shall describe the disposition of significant environmental issues raised (e.g., revisions to the proposed project to mitigate anticipated impacts or objections). In particular, the major environmental issues raised when the Lead Agency's position varies from recommendations and objections raised in the comments must be addressed in detail giving reasons why specific comments and sugges-

tions were not accepted. There must be good faith, reasoned analysis in response. Conclusory statements unsupported by factual information will not suffice.

The response to comments may take the form of a revision to the draft EIR or may be a separate section in the final EIR. Where the response to comments makes important changes in the information contained in the text of the draft EIR, the Lead Agency should either revise the text in the body of the EIR, or include marginal notes showing that the information is revised in the response to comments.

Contents of the Final EIR (*CEQA Guidelines*, Section 15132[d]) — The Final EIR shall consist of, among other things, the responses of the Lead Agency to significant environmental points raised in the review and consultation process.

Failure to Comment (*CEQA Guidelines*, Section 15207) — If any public agency or person who is consulted with regard to an EIR or Negative Declaration fails to comment within a reasonable time as specified by the Lead Agency, it shall be assumed, without a request for a specific extension of time, that such agency or person has no comment to make. Although the Lead Agency need not respond to late comments, it may choose to respond.

Retention and Availability of Comments (*CEQA Guidelines*, Section 15208) — Comments received through the consultation process shall be retained for a reasonable period and available for public inspection at an address given in the final EIR. Comments that may be received on a draft EIR or Negative Declaration under preparation shall also be considered and kept on file.

Purposes of Review

As defined in the *CEQA Guidelines*, Section 15200, the purposes of reviewing Environmental Impact Reports (EIRs) and Negative Declarations include:

- a) Sharing expertise,
- b) Disclosing agency analyses,
- c) Checking for accuracy,
- d) Detecting omissions,
- e) Discovering public concerns, and
- f) Soliciting counter proposals.

STATE CLEARINGHOUSE FORMS

THIS SECTION contains the standard forms used by SCH. Although the forms in this section have been carefully developed to transmit the information required under CEQA, the statute does not require agencies to use these particular forms. Agencies are free to devise their own forms. However, agencies choosing to create their own forms must be sure to include all the information required in the *CEQA Guidelines*.

SCH strongly encourages Lead Agencies to use the following forms.

Form A: Notice of Completion

CEQA Guidelines, Section 15085 requires agencies to file a Notice of Completion (NOC) form with OPR as soon as the Draft EIR is complete. If the Draft EIR will be subject to a state review period, SCH requires that the NOC form accompany the submittal of the required 11 copies of the environmental document.

The NOC form should be used as a document transmittal form when submitting *any type* of environmental document to SCH. Note the *Document Type* section on the form and check the appropriate box. This form expedites the processing of environmental documents submitted to SCH for review. SCH also requests that this form be used when submitting Negative Declarations and federal environmental documents.

Form B: Notice of Preparation

CEQA Guidelines, Section 15082 discusses the required contents of a Notice of Preparation (NOP).

Form C: Notice of Determination

CEQA Guidelines, Section 15075 outlines the content requirements for filing a Notice of Determination (NOD). The NOD form in this *Handbook* can be used to file with SCH and/or the county clerk.

Form D: Notice of Exemption

CEQA Guidelines, Section 15062 discusses the content requirements for filing a Notice of Exemption (NOE). The NOE form in this *Handbook* can be used to file with SCH and/or the county clerk.

Form E: Shortened Review

Public Resources Code Section 21091 allows for shortened review periods under certain circumstances. A form for requesting shortened review has been provided in this *Handbook* to ensure that the requesting agency provides all the information necessary for SCH to make a determination. For more information on this process, refer to the Shortened Review Process section of this *Handbook*.

Explanation of the Notice of Completion Form

This form is **required** to be submitted with 15 copies of every draft Environmental Impact Report and Negative Declaration that is reviewed through the State Clearinghouse (see *CEQA Guidelines* Section 15085[d]). It is used by the Clearinghouse to transmit all environmental documents.

LEAD AGENCY

Project Title: This is the project's common name. It is best to use project specific words in order to facilitate database searches.

Lead Agency: This is the name of the public agency that has legal responsibility for preparation and review of the environmental document.

Contact Person: Name of contact person from the Lead Agency. This should not be the consultant's name.

Phone: Phone number of the contact person at Lead Agency.

Street Address: This is the mailing address for the contact person at the Lead Agency. State comments will be mailed to this address.

City: City of the Lead Agency address. This is not necessarily the city in which the project is located.

Zip: Zip code of the Lead Agency. Please indicate the new nine-digit zip code if applicable.

County: County of the Lead Agency address. This is not necessarily the county in which the project is located.

PROJECT LOCATION

County: County in which the project is located. Most state agencies assign projects for review according to the county of the project. The State Clearinghouse is not always able to determine the location of the project based on the address of the Lead Agency. An example of this problem is Los Angeles Department of Airports projects located at Ontario International Airport.

City/Nearest Community: City or town in which the project is located, or the community nearest the location of the project.

Cross Streets: Indicate the nearest major cross street or streets.

Total Acres: The total area encompassed by the project site gives some indication of the scope of the project and its regional significance.

Assessor's Parcel Number: For locational purposes.

Section, Township, Range and Base: Please indicate base meridian. If you are not able to provide Assessor's Parcel Number, please indicate Section, Township, and Range.

Highways, Airports, Railroads, Schools, and Waterways (including streams or lakes): These identifiers are of consequence to many projects. By restricting the information to those features within a two-mile radius of the project site, unnecessary data collection can be avoided. Please indicate the name(s) of the waterways, airports, railroads, schools, and the route number(s) of the state highways.

DOCUMENT TYPE

This identifies the nature of the environmental document.

Mark appropriate blanks with an "X."

Local Action Type

This helps reviewers understand the type of local approvals that will be required for the project and the nature of the project and its environmental documentation. Mark appropriate blanks with "X."

Development Type

This data category helps identify the scope of the project for distribution purposes. Additionally, the information serves to identify projects of a similar character to assist in the reuse of environmental documents. For some of the development types, the form asks for the number of acres, square footage, and number of permanent employees. Fill in the blanks.

PROJECT ISSUES DISCUSSED IN DOCUMENT

These are the topics on which the environmental document focuses attention. These are not necessarily the adverse impacts of the project, but the issues which are discussed in some depth. Check appropriate blanks.

PRESENT LAND USE AND ZONING

This enables the agencies to understand the extent of the changes proposed and again helps to identify projects with similar environmental issues for later reuse of information.

PROJECT DESCRIPTION

This response should provide a thorough description of the proposed project, enabling reviewing agencies to understand the total project concept. The data categories can provide guidance and structure to the explanation given.

REVIEWING AGENCIES CHECKLIST:

The back of the form lists the agencies and departments to whom SCH may distribute a draft document. The Lead Agency can indicate for SCH's information any Responsible, Trustee, or concerned agencies they would like to review the document, or who have previously been involved in the project's review. Any agencies that received the document directly from the Lead Agency also should be marked.

PUBLIC REVIEW PERIOD

This section is to be filled in when the Notice of Completion form is being filed and not being submitted with environmental documents.

CONSULTING FIRM

This information is to be filled in only if applicable.

APPLICANT

This identifies whether the applicant/project proponent is a private developer or the Lead Agency.

Form A**Notice of Completion & Environmental Document Transmittal**

Mail to: State Clearinghouse, P. O. Box 3044, Sacramento, CA 95812-3044
(916) 445-0613 state.clearinghouse@opr.ca.gov

SCH # _____

Project Title: _____

Lead Agency: _____ Contact Person: _____

Street Address: _____ Phone: _____

City: _____ Zip: _____ County: _____

Project Location:

County: _____ City/Nearest Community: _____

Cross Streets: _____ Zip Code: _____ Total Acres: _____

Assessor's Parcel No. _____ Section: _____ Twp. _____ Range: _____ Base: _____

Within 2 Miles: State Hwy #: _____ Waterways: _____

Airports: _____ Railways: _____ Schools: _____

Document Type:

CEQA: ☐ NOP ☐ Supplement/Subsequent EIR **NEPA:** ☐ NOI **Other:** ☐ Joint Document
☐ Early Cons (Prior SCH No.) ☐ EA ☐ Final Document
☐ Neg Dec ☐ Other ☐ Draft EIS ☐ Other
☐ Draft EIR ☐ FONSI

Local Action Type:

☐ General Plan Update ☐ Specific Plan ☐ Rezone ☐ Annexation
☐ General Plan Amendment ☐ Master Plan ☐ Prezone ☐ Redevelopment
☐ General Plan Element ☐ Planned Unit Development ☐ Use Permit ☐ Coastal Permit
☐ Community Plan ☐ Site Plan ☐ Land Division (Subdivision, etc.) ☐ Other

Development Type:

☐ Residential: Units _____ Acres _____ ☐ Water Facilities: Type _____ MGD _____
☐ Office: Sq.ft. _____ Acres _____ Employees _____ ☐ Transportation: Type _____
☐ Commercial: Sq.ft. _____ Acres _____ Employees _____ ☐ Mining: Mineral _____
☐ Industrial: Sq.ft. _____ Acres _____ Employees _____ ☐ Power: Type _____ Watts _____
☐ Educational _____ ☐ Waste Treatment: Type _____
☐ Recreational _____ ☐ Hazardous Waste: Type _____
☐ Other: _____

Funding (approx.): Federal \$ _____ State \$ _____ Total \$ _____

Project Issues Discussed in Document:

☐ Aesthetic/Visual ☐ Flood Plain/Flooding ☐ Schools/Universities ☐ Water Quality
☐ Agricultural Land ☐ Forest Land/Fire Hazard ☐ Septic Systems ☐ Water Supply/Groundwater
☐ Air Quality ☐ Geologic/Seismic ☐ Sewer Capacity ☐ Wetland/Riparian
☐ Archeological/Historical ☐ Minerals ☐ Soil Erosion/Compaction/Grading ☐ Wildlife
☐ Coastal Zone ☐ Noise ☐ Solid Waste ☐ Growth Inducing
☐ Drainage/Absorption ☐ Population/Housing Balance ☐ Toxic/Hazardous ☐ Land Use
☐ Economic/Jobs ☐ Public Services/Facilities ☐ Traffic/Circulation ☐ Cumulative Effects
☐ Fiscal ☐ Recreation/Parks ☐ Vegetation ☐ Other

Present Land Use/Zoning/General Plan Designation: _____

Project Description: _____

Reviewing Agencies Checklist

Form A, continued

KEY

S = Document sent by lead agency

X = Document sent by SCH

✓ = Suggested distribution

Resources Agency

- _____ Boating & Waterways
- _____ Coastal Conservancy
- _____ Colorado River Board
- _____ Conservation
- _____ Fish & Game
- _____ Forestry & Fire Protection
- _____ Office of Historic Preservation
- _____ Parks & Recreation
- _____ Reclamation Board
- _____ S.F. Bay Conservation & Development Commission
- _____ Water Resources (DWR)

Business, Transportation & Housing

- _____ Aeronautics
- _____ California Highway Patrol
- _____ CALTRANS District # _____
- _____ Department of Transportation Planning (headquarters)
- _____ Housing & Community Development

Food & Agriculture

Health & Welfare

- _____ Health Services _____

State & Consumer Services

- _____ General Services

Environmental Protection Agency

- _____ Air Resources Board
- _____ California Waste Management Board
- _____ SWRCB: Clean Water Grants
- _____ SWRCB: Delta Unit
- _____ SWRCB: Water Quality
- _____ SWRCB: Water Rights
- _____ Regional WQCB # _____ (_____)

Youth & Adult Corrections

- _____ Corrections

Independent Commissions & Offices

- _____ Energy Commission
- _____ Native American Heritage Commission
- _____ Public Utilities Commission
- _____ Santa Monica Mountains Conservancy
- _____ State Lands Commission
- _____ Tahoe Regional Planning Agency

_____ Other _____

Public Review Period (to be filled in by lead agency)

Starting Date _____

Ending Date _____

Signature _____

Date _____

Lead Agency (Complete if applicable):

Consulting Firm: _____

Address: _____

City/State/Zip: _____

Contact: _____

Phone: (____) _____

For SCH Use Only:

Date Received at SCH _____

Date Review Starts _____

Date to Agencies _____

Date to SCH _____

Clearance Date _____

Notes:

Applicant: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____

To: ☐ Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, CA 95812-3044

☐ County Clerk
County of _____

From: (Public Agency) _____

(Address)

Subject:

Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

Project Title

State Clearinghouse Number
(If submitted to Clearinghouse)

Lead Agency
Contact Person

Area Code/Telephone/Extension

Project Location (include county)

Project Description:

This is to advise that the _____ has approved the project described above on

☐ Lead Agency ☐ Responsible Agency

_____ and has made the following determinations regarding the project described above:

(Date)

1. The project [☐will ☐will not] have a significant effect on the environment.
2. ☐ An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
☐ A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures [☐were ☐were not] made a condition of the approval of the project.
4. A statement of Overriding Considerations [☐was ☐was not] adopted for this project.
5. Findings [☐were ☐were not] made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval is available to the General Public at:

Signature (Public Agency)

Date

Title

Date received for filing at OPR:

As of January 2000

Notice of Exemption

Form D

To: ☐ Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, CA 95812-3044

From: (Public Agency) _____

☐ County Clerk
County of _____

(Address)

Project Title: _____

Project Location - Specific: _____

Project Location – City: _____ Project Location – County: _____

Description of Project: _____

Name of Public Agency Approving Project: _____

Name of Person or Agency Carrying Out Project: _____

Exempt Status: (check one)

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☐ Categorical Exemption. State type and section number: _____
☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt: _____

Lead Agency

Contact Person: _____ Area Code/Telephone/Extension: _____

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: _____ Date: _____ Title: _____

☐ Signed by Lead Agency

Date received for filing at OPR: _____

☐ Signed by Applicant

As of January 2000

Shortened Review Request Form

Form E

(To be filled out and signed by the **Lead Agency** and submitted with project documents to SCH)

To: State Clearinghouse
P.O. Box 3044
Sacramento, CA 95812-3044

From: _____
Lead Agency:

Address

Phone #: () _____

SCH # _____

Contact: _____

Project Title: _____

Project Location: _____
City *County*

Explain "exceptional circumstances" (CEQA, Section 15205(d)) for requesting a shortened review:

List responsible and trustee state agencies, as well as any agencies that have commented on the project

(Send advance copies of the document to these agencies):

_____	_____
_____	_____
_____	_____

As designated representative for the lead agency, I verify, in their behalf, that there is no "statewide, regional, or areawide significance" to this project. (Attach a copy of the resolution or ordinance from the decision-making body of the lead agency which designates the requestor's authority.)

Length of review being requested: _____ days

Today's date: _____

Print Name

Signature

As of January 2000

Appendix A

Projects Requiring State Clearinghouse Review

As required by the *CEQA Guidelines*, Sections 15205 and 15206, the following types of environmental documents must be submitted to the State Clearinghouse for state agency review:

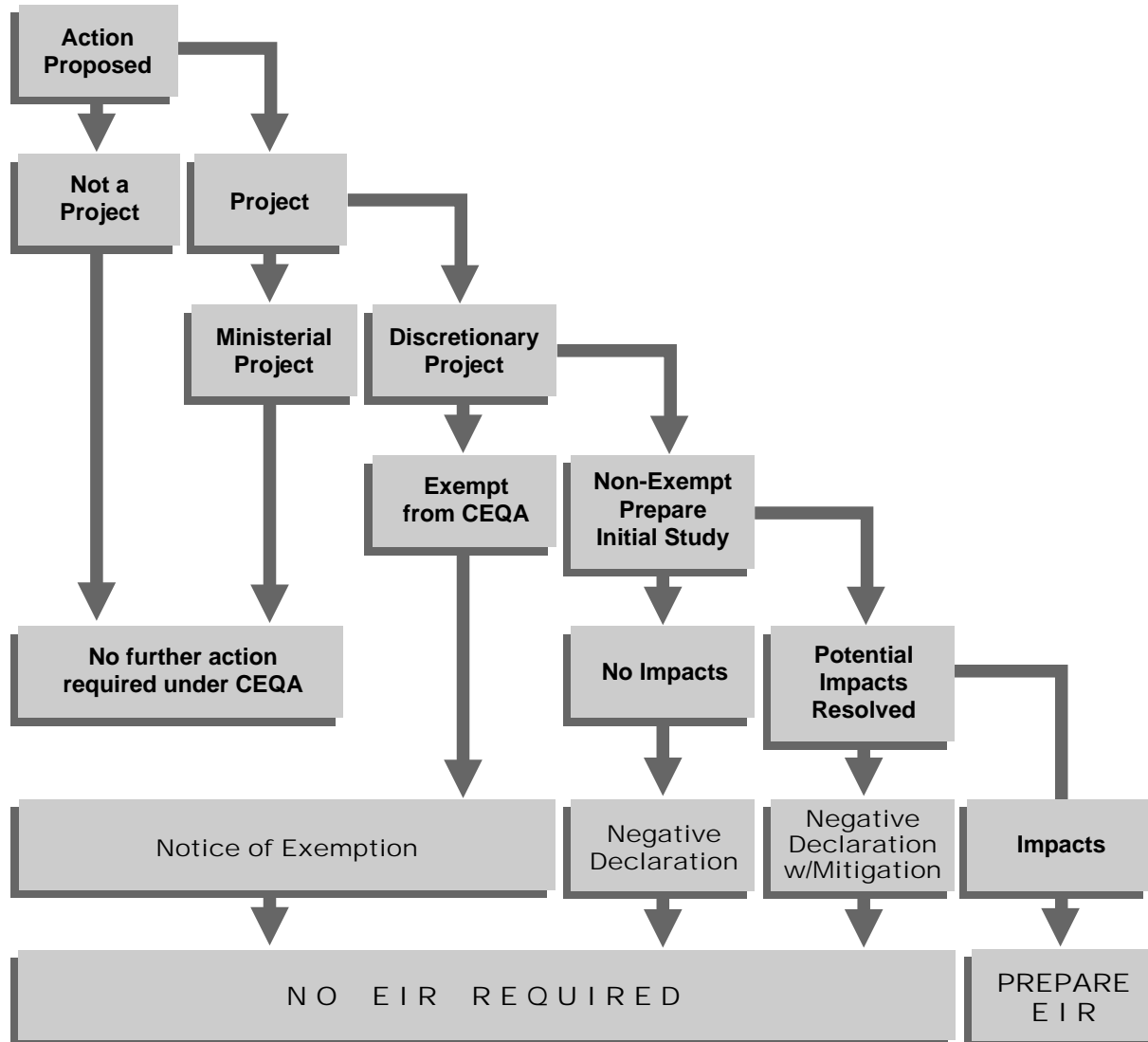
1. *Where the lead agency is a state agency (Guidelines Section 15205).*
2. *Where there is a responsible or trustee state agency (Guidelines Section 15205).*
3. *Where the project has statewide, regional, or areawide significance (Guidelines Section 15206).*

With regard to the third criterion, the *CEQA Guidelines* deem the following types of projects as having *statewide, regional, or areawide significance*:

1. A proposed local general plan, element, or amendment for which an EIR was prepared.
2. A proposed residential development of more than 500 dwelling units.
3. A proposed shopping center or business establishment that will employ more than 1,000 persons or encompass more than 500,000 square feet of floor space.
4. A proposed hotel/motel development of more than 500 rooms.
5. A proposed industrial, manufacturing, or processing plant, or industrial park, planned to house more than 1,000 persons and occupy more than 40 acres of land or encompass more than 650,000 square feet of floor area.
6. A project that would result in the cancellation of a Williamson Act Contract for any parcel of 100 or more acres.
7. A project for which an EIR was prepared and which is located in and substantially impacting an area of critical environmental sensitivity. This includes the Lake Tahoe Basin, the California Coastal Zone, the Sacramento-San Joaquin Delta, the Suisun Marsh, any area within 1/4 mile of a wild and scenic river, and the jurisdiction of the San Francisco Bay Conservation and Development Commission.
8. A project that would substantially affect sensitive wildlife habitats such as riparian lands, wetlands, bays, estuaries, marshes, and habitats for rare and endangered species.
9. A project that would interfere with the attainment of regional water quality standards as stated in the approved areawide wastewater management plan.
10. A project that would provide housing, jobs, or occupancy for 500 or more people within ten miles of a nuclear power plant.

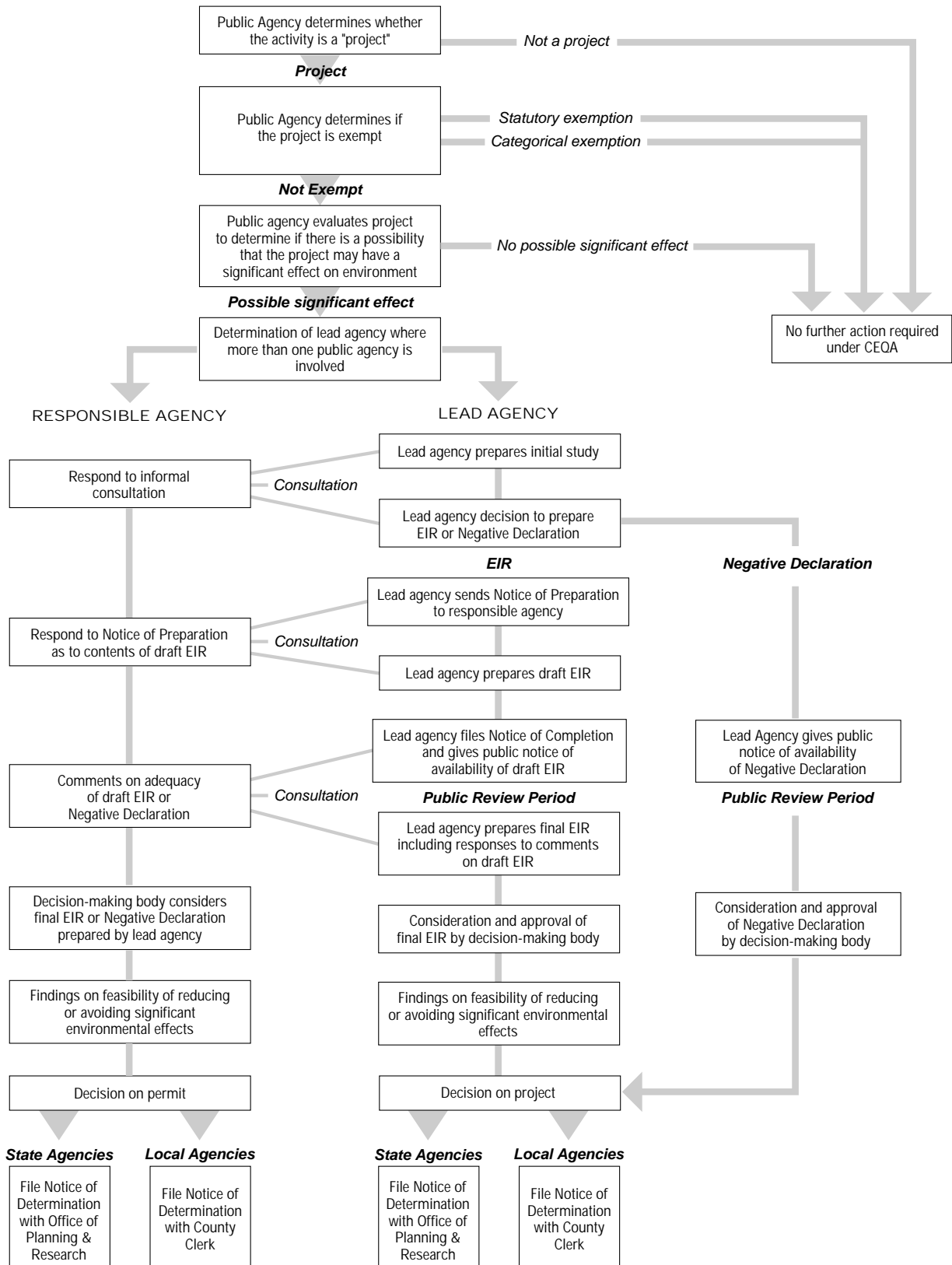
Appendix B

Lead Agency Decision To Prepare An EIR



Appendix C

CEQA Process Flowchart



Appendix D

Time Periods for Review of Environmental Documents

<i>Document or Action</i>	<i>Effect</i>	<i>Time Period</i>	<i>CEQA Statute & Guidelines</i>
Review of application for completeness	Lead agency has 30 days to review an application for completeness. If no determination is made within this period, it will be deemed complete	30 days	15060 15101
Lead Agency acceptance of an application as complete	Begins maximum one-year period to complete environmental review for certain projects	1 year	15060 PRC 21100.2, 21151.5
Initial Study	Provides 30 days to determine whether an EIR or Neg Dec will be required	30 days	15102
Notice of Preparation	Provides 30 days from receipt of NOP for agencies to respond to the lead agency	30 days	15103
Convening of Scope and Content meetings	Requires a meeting requested by an agency or by the applicant to be convened within 30 days of the request	30 days	15104
Public Review	When an environmental document is submitted to the Clearinghouse, the public review period shall be at least as long as the review set by the Clearinghouse	EIR: 30-60 days ND: 20-30 days	15105
Review by State Agencies	Provides standard 45 days for EIRs and standard 30 days for NDs, through State Clearinghouse	EIR: 45 days ND: 30 days	15105
Completion of Negative Declaration	For a private project, the Neg Dec must be adopted within 180 days after the application is complete	180 days	15107 PRC 21100.2, 21151.5
Completion and certification of EIR	For a private project, an EIR must be completed within one year – May be extended once for up to 90 days	1 year	15108
Notice of Determination – filing	Provides that the notice shall be filed within 5 days	5 days	15075 15094
Notice of Determination – challenges	Filing starts a 30-day statute of limitations to court challenges to the approval of the project	30 days	15075 15094 15112
Suspension of time limits	Unreasonable delay of document preparation caused by the applicant allows suspension of time periods in Guidelines, Sections 15107 and 15108	varies	15109
Projects with federal involvement	Time limits may be waived or superseded by federal time requirements		15110

NOTE: Related time periods for project approval are contained in Chapter 4.5 of the Government Code beginning at Section 65920.

Appendix E

Explanation of the State Clearinghouse Number

The State Clearinghouse Number (SCH #) is a ten-digit number which is unique to each project reviewed through the State Clearinghouse. The sequencing of the numbers has evolved through the years. As of January 1, 2000, a new sequencing went into effect. The first four digits indicate the year in which the document was processed by the State Clearinghouse (or *first* processed in the case of projects that circulate through the State Clearinghouse several times). The next two digits indicate the month in which the document was processed. The next digit indicates the geographic location of the project (i.e. “region”). The last three digits indicate the sequence in which the document was processed for that month.

Example: 2000053089 -- The document having this SCH number was the eighty-ninth document processed in May of 2000 for Region #3.

2000	05	3	089
------	----	---	-----

YEAR

MONTH

REGION

SEQUENCE NUMBER

The same State Clearinghouse number must be used on all documents relating to a particular project. This enables the Clearinghouse to keep better records of projects and assures that comments and subsequent documents will be correctly filed for future reference.

Please Note: The new sequencing required changing the SCH # from an 8-digit to 10-digit format. Please be advised that all documents received prior to January 1, 2000 will now have a “19” preceding the existing SCH #. We request that you add these two digits to the SCH # of any documents you forward to us that were numbered in the 8-digit format. For example, a project from 1999 would have an SCH # of 1999122001. Additionally, all new environmental documents will be assigned a 10-digit number (i.e. beginning with “2000”).

IMPORTANT: Always identify any known SCH number on all communication with the State Clearinghouse. It is especially important to reference the SCH number on environmental documents that have previously been circulated by the Clearinghouse, as the staff can use these numbers for cross-reference.

Appendix F

Reviewing State Agencies

Address List

RESOURCES AGENCY

Resources Agency

1020 Ninth Street, Third Floor
Sacramento, CA 95814
916/327-1722 Fax 916/327-1648

Dept. of Boating & Waterways

2000 Evergreen Street
Sacramento, CA 95815-3896
916/263-4326 Fax 916/263-0648

California Coastal Commission

45 Fremont Street, Suite 2000
San Francisco, CA 94105-2219
415/904-5200 Fax 415/904-5400

Dept. of Conservation

801 K Street, MS-24-02
Sacramento, CA 95814
916/445-8733 Fax 916/324-0948

Dept. of Forestry & Fire Protection

1416 Ninth Street, Room 1516-24
Sacramento, CA 95814
916/657-0300 Fax 916/653-8957

Office of Historic Preservation

P.O. Box 942896
Sacramento, CA 94296-0001
916/653-6624 Fax 916/653-9824

Dept. of Parks and Recreation

Resource Management Division
P.O. Box 942896
Sacramento, CA 94296-0001
916/653-6725 Fax 916/657-3355

Reclamation Board

1416 Ninth Street, Room 1601
Sacramento, CA 95814
916/653-5434 Fax 916/653-5805

S.F. Bay Conservation and Development Commission

30 Van Ness Avenue, Room 2011
San Francisco, CA 94102
415/557-3686 Fax 415/557-3767

Department of Water Resources

1020 Ninth Street, Third Floor
Sacramento, CA 95814
916/327-1722 Fax 916/327-1648

Department of Fish and Game

Environmental Services Division
1416 Ninth Street, 13th Floor
Sacramento, CA 95814
916/653-1070 Fax 916/653-2588

Region 1

Department of Fish and Game
601 Locust Street
Redding, CA 96001
530/225-2363 Fax 530/225-2381

Region 2

Department of Fish and Game
1701 Nimbus Road, Suite A
Rancho Cordova, CA 95670
916/358-2898 Fax 916/358-2912

Region 3

Department of Fish and Game
P.O. Box 47
Yountville, CA 94599
707/944-5518 Fax 707/944-5563

Region 4

Department of Fish and Game
1234 East Shaw Avenue
Fresno, CA 93710
559/445-6152 Fax 559/445-6607

Region 5

Department of Fish and Game
Habitat Conservation Program
4949 Viewridge Avenue
San Diego, CA 92123
858/467-4234 Fax 858/467-4299

Region 6

Department of Fish and Game
Habitat Conservation Program
330 Golden Shore, Suite 50
Long Beach, CA 90802
562/590-5159 Fax 562/590-5192

Inyo & Mono

Department of Fish and Game
Habitat Conservation Program
407 West Line Street, Room 8
Bishop, CA 93514
760/872-1129 Fax 760/872-1284

HEALTH & WELFARE

Dept. of Health/Drinking Water

601 N. 7th Street, PO Box 942732
Sacramento, CA 94234-7320
916/445-2519 Fax 916/327-6092

INDEPENDENT COMMISSIONS/ AGENCIES

California Energy Commission

1516 Ninth Street, MS-15
Sacramento, CA 95814
916/654-5000 Fax 916/654-3882

Native American Heritage Commission

915 Capitol Mall, Room 364
Sacramento, CA 95814
916/653-4082 Fax 916/657-5390

Public Utilities Commission

505 Van Ness Avenue
San Francisco, CA 94102
415/703-3221 Fax 415/703-1184

State Lands Commission

100 Howe Avenue, Suite 100-S
Sacramento, CA 95825
916/574-1872 Fax 916/574-1885

Colorado River Board

770 Fairmont Avenue, Suite 100
Glendale, CA 91203-1035
818/543-4676 Fax 818/543-4685

Tahoe Regional Planning Agency

Environmental Review
P.O. Box 1038
Zephyr Cove, NV 89448
775/588-4547 Fax 775/588-4527

Office of Emergency Services

11030 White Rock Road, Ste. 110
Rancho Cordova, CA 95670
916/464-1014 Fax 916/464-1019

Delta Protection Commission

P.O. Box 530
Walnut Grove, CA 95690
916/776-2290 FAX 776-2293

BUSINESS, TRANSPORTATION, AND HOUSING AGENCY

Caltrans, District 1

P.O. Box 3700
Eureka, CA 95502
707/445-6412 Fax 707/441-5883

Caltrans, District 2

P.O. Box 496073
Redding, CA 96049-6073
530/225-3089 Fax 530/225-3271

Caltrans, District 3

P.O. Box 942874 MS-41
Sacramento, CA 94274-0001
916/327-3859 Fax 916/323-7669

Caltrans, District 4

P.O. Box 23660
Oakland, CA 94623-0660
510/286-5572 Fax 510/286-5513

Caltrans, District 5

50 Higuera Street
San Luis Obispo, CA 93401-5415
805/549-3683 Fax 805/549-3077

Caltrans, District 6

P.O. Box 12616
Fresno, CA 93778-2616
559/488-4260 Fax 559/488-4088

Caltrans, District 7

120 South Spring Street, 1-10C
Los Angeles, CA 90012
213/897-4429 Fax 213/897-9210

Caltrans, District 8

464 W. 4th Street, 7th Floor
San Bernardino, CA 92401-1400
909/383-4808 Fax 909/383-5936

Caltrans, District 9

500 South Main Street
Bishop, CA 93514
760/872-0689 Fax 760/872-0678

Caltrans, District 10

P.O. Box 2048
Stockton, CA 95201
209/948-7142 Fax 209/948-7906

Caltrans, District 11

P.O. Box 85406, MS 6-5
2829 Juan Street
San Diego, CA 92186-5406
619/688-3140 Fax 619/688-4299

Caltrans, District 12

3347 Michelson Drive, #100
Irvine, CA 92612-0661
949/724-2239 Fax 949/724-2592

Caltrans – Planning

P.O. Box 942874
Sacramento, CA 94274-0001
916/653-9966 Fax 916/653-0001

Caltrans – Division of Aeronautics

P.O. Box 942874 MS-40
Sacramento, CA 94274-0001
916/654-5314 Fax 916/653-9531

Housing & Community Development

Housing Policy Division
1800 Third Street, Room 430
Sacramento, CA 95814
916/323-3176 Fax 916/327-2643

California Highway Patrol

Office of Special Projects
2555 1st Ave.
Sacramento, CA 94298
916/657-7222 Fax 916/452-3151

STATE AND CONSUMER SERVICES**Dept. of General Services**

400 R Street, Suite 5100
Sacramento, CA 95814
916/324-0214 Fax 916/445-3556

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY**Air Resources Board**

PO Box 2815
2020 L Street
Sacramento, CA 95814-2815
916/323-8473 Fax 916/445-5023

Integrated Waste Management Board

8800 Cal Center Drive
Sacramento, CA 95826
916/255-4708 Fax 916/255-4216

State Water Resources Control Board

Division of Clean Water Programs
P.O. Box 944212
Sacramento, CA 94244-2120
916/227-4572 Fax 916/227-4349

State Water Resources Control Board

Division of Water Quality
P.O. Box 944213
Sacramento, CA 94244-2130
916/657-0912 Fax 916/657-2388

State Water Resources Control Board

Division of Water Rights
901 P Street, 3rd Floor
Sacramento, CA 95814
916/657-1377 Fax 916/657-1485

Dept. of Toxic Substances Control

CEQA Tracking Center
400 P Street, Fourth Floor
P.O. Box 806
Sacramento, CA 95812-0806
916/324-3119 Fax 916/324-1788

Regional Water Quality Control Boards:**North Coast Region (1)**

5550 Skylane Blvd., Suite A
Santa Rosa, CA 95403
707/576-2220 Fax 707/523-0135

San Francisco Bay Region (2)

Environmental Document Coordinator
1515 Clay Street, Suite 1400
Oakland, CA 94612
510/622-2300 Fax 510/622-2460

Central Coast Region (3)

81 Higuera Street, Suite 200
San Luis Obispo, CA 93401-5427
805/549-3147 Fax 805/543-0397

Los Angeles Region (4)

320 West 4th Street, Suite 200
Los Angeles, CA 90013
213/576-6600 Fax 213/576-6640

Central Valley Region (5)

3443 Routier Road, Suite A
Sacramento, CA 95827-3003
916/255-3000 Fax 916/255-3015

Fresno Branch Office

3614 East Ashlan Avenue
Fresno, CA 93726
559/445-5116 Fax 559/445-5910

Redding Branch Office

415 Knollcrest Drive
Redding, CA 96002
916/224-4845 Fax 916/224-4857

Lahontan Region (6)

2501 Lake Tahoe Boulevard
South Lake Tahoe, CA 96150
530/542-5400 Fax 530/544-2271

Victorville Branch Office

15428 Civic Drive, Suite 100
Victorville, CA 92392-2359
760/241-6583 Fax 760/241-7308

Colorado River Basin Region (7)

73720 Fred Waring Drive, #100
Palm Desert, CA 92260-2564
760/782-7495 Fax 760/341-6820

Santa Ana Region (8)

3737 Main Street, Suite 500
Riverside, CA 92501-3339
909/782-4130 Fax 909/781-6288

San Diego Region (9)

9771 Clairemont Mesa Blvd., Suite B
San Diego, CA 92124-1324
619/467-2952 Fax 619/571-6972